



Access the Presenter Toolbox

Step #1: From the [Annual Meeting Page](#), click on the **Presenter Toolbox** icon

What are my options?

You can also...

- A** Register for the 2019 Annual Meeting.
- B** Find **Transportation & Lodging** links & info.
- C** Locate **Meeting Agenda** times, sessions, abstracts, presenter bios, etc.
- D** Access the **2018 Archive** to download photos, certificates, presentations, etc.

Quick Tip...

Click on the Presentation Template icon to open and download the PPT Template

September 16-21, 2019
Knoxville Tennessee Convention Center

Theme: Emergency Management Integration: All Hazards, All Facilities, All Responders

Objective: Bringing professionals together for all-hazards response planning with a focus on life safety, protection of assets, and recovery of facilities and operations in support of the DOE mission.

Event	Date
Proposal deadline	1/04/2018
Registration Opens	6/24/2019
SEV Exhibit Request Deadline	8/16/2019
Registration Closes	9/03/2019
Pre-Meeting Workshops (Noon-4:30)	9/16/2019
Annual Meeting	9/17-19/2019
Post-Meeting Workshops (8-11:30)	9/20/2019

Navigation Icons:

- A** 2019 Registration
- B** Lodging and Transportation
- C** 2018 Archive
- D** Agenda
- 1** Presenter Toolbox
- Facilitator Toolbox
- Subcommittee Toolbox

Presenter's Toolbox

Instructions for Presenters

1. Download the Presentation Template from the menu on the left
2. Build your presentation
3. Return to this page and click on "Add document" in the "My Presentation" library below
4. Upload the presentation. Be sure to include the title of your presentation in the file name.
5. If you need to revise your presentation, you can open it from the library and edit.

My Presentations

<input type="checkbox"/> Edit	Name	Session	Session #	Modified	<input type="checkbox"/> Modified By
There are no items to show in view of the "EMISIG_Pubs" document library. To add a new item, click "New" or "Upload".					

Add document (highlighted with red circle 2)

Upload Your Presentation

Step #2: From the Presenter Toolbox page, click on the **Add document** link

Step #3: Click **Browse** to locate and select your final presentation

Step #4: When finished, click **OK**



What's in a Name?

Please make sure your PPT **file name** matches the title listed in the Agenda.

EMISIG_Pubs - Upload Document

Upload Document

Browse to the document you intend to upload.

Name: **Browse...** (highlighted with red circle 3)

☐ Upload Multiple Files...

☒ Add as a new version to existing files

Version Comments:

OK (highlighted with red circle 4) **Cancel**

Take Note!

The name of your file will automatically appear as the name of your Presentation Name but can be edited if needed.

Step #5: Enter the name(s) of the **Author(s)**

Step #6: Click on the dropdown arrow and select **Concurrent Session**

Step #7: Use the dropdown menu to select your **Session #**

Quick Tip...

Your Session # can be found in your **Presentation Logistics Email**.

Step #8: Click on the dropdown arrow and select **Presentation**

Step #9: When finished, click **Save**

What are my options?

You can also upload your Bio, Presentation Abstract and other items related to your presentation.

Verify Your Presentation Successfully Posted

Step #10: Return to the Presenter's Toolbox to ensure your presentation appears under My Presentations with the correct **title**, **session** and **session #**

The document was uploaded successfully. Use this form to update the properties of the document.

Name * 2019 EMI SIG Annual Meeting PowerPoint.pptx 5

Author

Session Pre-Meeting Workshop 6

Session # TBD 7

Meeting Year 2019

Document Type Template 8

Audience Attendees

Archive ☐

Version: 1.0
Created at 5/28/2019 12:33 by Jennifer Hutchins
Last modified at 5/28/2019 12:33 by Jennifer Hutchins

Save 9 Cancel

Pre-Meeting Workshop
General Session
Concurrent Session
Benchmarking Session
Closing Session
Post-Meeting Workshops
COOPSC
DMCC
EBWG
EPISC
ERASC
FFRSC
STARS
TDSC
TECHWG
Other

TBD
PRW1
PRW2
PRW3
PRW4
101
102
103
104
105
106
107
108
109
110

Agenda
Presentation
Awards
Annual Report
Template
Abstract
Checklist
Instruction
Bio
Certificate
Proposal

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My Presentations

<input type="checkbox"/> Edit	Name	Session	Session #	Modified	Modified By
	2019 EMI SIG Annual Meeting PowerPoint Template NEW	Concurrent Session	111	5/28/2019 13:22	Jennifer Hutchins

+ Add document

Change Your Mind?

Click on the **Edit** icon to modify your presentation at any time.

My Presentations

<input type="checkbox"/> Edit	Name	Session	Session #
	2019 EMI SIG Annual Meeting PowerPoint Template NEW	Concurrent Session	111



Need Help? Email EMISIGsupport@nnsa.doe.gov or call (505) 845-4936 for assistance.